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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190002-5

MEMORANDUM FOR:

SUBJECT : Reports Costs Reduction

REFERENCE : (a) Memo for Record dtd 1 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork Reports Inventory Status Summary

(b) Memo to Chairman, Reports Inventory Task Force dtd 1 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork

(c) Memo for DD/S dtd 2 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork; Reports Inventory Status Summary

1. As noted in paragraph 4, of reference (a), a copy of which along with references (b) and (c) were forwarded to you on 4 December 1970, OPPB established an Agency report cost saving factor of 7.5%. This translates into an overall DD/S reduction goal (rounded by OPPB) to \$125,000. The savings goal for the _____ is set at \$ ____ / ____.* This amount represents 7.5% of \$ ____.* This base cost equals the costs (____) reported in your inventory submission, including the costs of \$ ____ assigned your office as OCS computer input preparation; less costs (____)* based upon OPPB decision to exclude OPPB and external Agency reports from the initial phase of the reports reduction program.

2. In our analysis of the data provided in your reports inventory, the Support Services Staff determined that reports were generally classified under nine (9) report requirement categories. An outline of these requirement categories and a description for each is attached. Also attached is a summary of the _____ reports identified by number under each report requirement category. This summary also contains other production, distribution and cost data for each respective report.

3. It is suggested that, because your cost reduction quota is levied against internal DD/S reporting requirements, you review reports under categories 1, 2, 7, and 8 with immediate attention being given to reports in categories 1, 7, and 8. This review should

* Rounded to nearest hundreds.

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also include any reports your office is furnishing gratuitously or at the request of other Agency components from data contained in automated systems. A long range effort is to be undertaken with respect to automated information systems, as well as reports under requirement categories 2 and 9.

4. As pointed out in reference (c) paragraph 5, a DD/S reports management program is to be established through the Support Directorate Reports Task Force. A paper on this subject is in the process of preparation, but the reports inventory follow-up is to proceed without a formal DD/S reports management program because of the 1 April 1971 deadline for preliminary cost reduction reporting set by OPPB. In order to satisfy this OPPB requirement, you are asked to report your progress, and provide a projection of your report cost reductions to me by 15 March 1971. As a part of the progress report, you are requested to return the attached summary sheets of reports by requirement category, with the reports being eliminated underlined in red pencil.

5. For staff guidance and further explanation on how you may best meet the DD/S objectives in this program, please contact

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Chief, Support Services Staff

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